


KANSAS DEPARTMENT OF CORRECTIONS

	I NTERNAL M ANAGEMENT P OLICY AND P ROCEDURE	SECTION NUMBER 05-111	PAGE NUMBER
		SUBJECT: INFORMATION TECHNOLOGY AND RECORDS: Management of Personal Computer Systems	

The IMPP has been placed on RESERVE status, reason being is that the viable content of this IMPP has been subsumed within the parameters of IMPP (05-131) being issued at this time.

Secretary of Corrections

06-02-04
Date

INTERNAL MANAGEMENT POLICY & PROCEDURES

STATEMENT OF ANNUAL REVIEW

IMPP # 05-111

**Title: INFORMATION TECHNOLOGY AND RECORDS:
 Management of Personal Computer Systems**

The above referenced Internal Management Policy and Procedure (IMPP), issued effective 05-21-01, was reviewed during January 2004 by the KDOC Policy Review Panel per IMPP 01-101. At the time of this annual review the Policy Review Panel determined that: no substantive changes and/or modifications to this IMPP are necessary at this time, and the IMPP shall remain in effect as issued on the above stated date.

The next scheduled review for this IMPP is January 2005.

This statement of annual review shall be placed in front of the referenced IMPP in all manuals.

Norman Bacon, IT Acting Director
Policy Review Committee Chairperson

Date

Roger Werholtz, Secretary of Corrections

02-03-04
Date

INTERNAL MANAGEMENT POLICY & PROCEDURES

STATEMENT OF ANNUAL REVIEW

IMPP # 05-111

**Title: INFORMATION TECHNOLOGY AND RECORDS:
 Management of Personal Computer Systems**

The above referenced Internal Management Policy and Procedure (IMPP), issued effective 05-21-01, was reviewed during January 2002 by the KDOC Policy Review Panel per IMPP 01-101. At the time of this annual review the Policy Review Panel determined that: no substantive changes and/or modifications to this IMPP are necessary at this time, and the IMPP shall remain in effect as issued on the above stated date.

The next scheduled review for this IMPP is January 2003.

This statement of annual review shall be placed in front of the referenced IMPP in all manuals.

Carlos Usera, Information Resource Manager
Policy Review Committee Chairperson


Date

Charles E. Simmons, Secretary of Corrections

02-05-02

Date

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	INTERNAL MANAGEMENT POLICY AND PROCEDURE	SECTION NUMBER 05-111	PAGE NUMBER 1 of 4
		SUBJECT: INFORMATION TECHNOLOGY AND RECORDS: Management of Personal Computer Systems	
Approved By: Secretary of Corrections		Original Date Issued:	07-21-96
		Current Amendment Effective:	05-21-01
		Replaces Amendment Issued:	07-21-96

POLICY

The State of Kansas licenses the use of computer software from various companies. The State does not own this software or its related documentation and, unless authorized by the software developer, does not have the right to reproduce it. Employees of the Department shall be required to enter into a users agreement to use the software only in accordance with the license agreement. Any misuse of software shall be brought to the attention of the Information Resource Manager.

Copyright holders are given the right to make backup copies of software only for the purpose of an archive if the original product should become defective. Although the copyright statute allows exceptions to the practice of copying software for archival or programming purposes, an individual who copies software may still violate the vendor's license. All software agreements shall be adhered to by the Department and employees of the Department.

The Information Technology and Records section shall be responsible to facilitate the use of personal computer systems for the Department to perform such tasks as word processing, spreadsheets, presentations, data base, etc., and, for office automation. The ISC shall identify and authorize a standard set of software packages to be used by the Department for all personal computer applications. An annual inventory shall be required to ensure a one-to-one ratio of legal copies of software with the number of personal computer systems the software is installed on, unless otherwise approved by the software licensing agreement.

Users of products other than the standard software packages at the effective date of this policy shall continue to use those products until an upgrade of the software is necessary.

DEFINITIONS

Computer Virus: Programs designed to make unauthorized changes to programs and data. Viruses can cause destruction of computational and network resources.

Hardware: Components of a computer system that include, but are not limited to, hard drives, system boards, memory and floppy drives.

Software: The operating system, utilities, and applications that are used on personal computers to perform tasks such as word processing, spreadsheets, presentations, data base, etc. Software is a product for which the use is usually acquired, not purchased from a company. Due to copyright laws, most software that is purchased cannot be resold.

PROCEDURES

I. Establishment and Use of Standard Software Packages

- A. The Information Resource Manager shall be responsible to identify and maintain a current listing of the standardized software packages for use on the workstations or servers utilized within the department. These standards can be found on the department's Intranet at <http://dccco04/diskd/istnet/Techsupp/IT Standards.htm>.
 - 1. Word Processing function - Microsoft Word and WordPerfect;
 - 2. Spreadsheet function - Excel;
 - 3. Presentation function - PowerPoint;
 - 4. Data base function - Access; and,
 - 5. Office Automation - Novell GroupWise and Microsoft Exchange.
- B. Software shall not be installed on the Department's personal computer system that is brought in from outside sources, such as an employee's home, etc.
- C. Software acquired by the Department shall not be taken out of the Department for installation on personal computer systems not acquired by the Department of Corrections (i.e., home computer systems).

II. Authorization Required to Utilize Other Software Packages

- A. Requests to use any software other than the standard software package shall be presented in writing, with a justification for the exemption, to the Information Resource Manager, per IMPP 05-109.

III. Establishment and Use of Standard Computer Hardware Systems

- A. The Information Resource Manager shall be responsible to identify and maintain a current listing of the standard hardware packages for use on the workstations utilized within the department. These standards can be found on the department's Intranet at <http://dccco04/diskd/istnet/Techsupp/IT Standards.htm>.

IV. Inventory and Audit of Computer Systems and Software

- A. An inventory of software for each personal computer system shall be maintained at all times, using the Personal Computer Inventory form (Attachment A, form #05-111-001).
 - 1. The only software that shall reside on a personal computer system is that which is listed on the inventory for the respective personal computer system.
- B. Annually, on August 1, a listing of all personal computer systems and software being used on the system shall be submitted to the Information Resource Manager.
 - 1. All software shall have a legal copy acquired by the Department or the software shall be deleted from the computer.
- C. The inventory listing shall be used during periodic audits of the personal computer systems.

V. Responsibilities

A. Supervisor's

1. Managers and supervisors shall notify the facility/office IT staff promptly whenever an employee leaves the department or transfers to another office so that their access to the network can be revoked.
2. Involuntary terminations must be reported concurrent with the termination.

B. Facility/office IT staff

1. Install and maintain appropriate antivirus software on all computers.
2. Respond to all virus attacks, destroy the viruses detected, and document each incident.
3. Report any attack to the NSO.
4. Be responsible for the administration of access control to all department computer systems.
5. Process, add, delete and change passwords and access codes upon receipt of a written request from the end user's supervisor.

C. Employees

1. Do not knowingly introduce a computer virus into the department computer/network.
2. Do not load diskettes of unknown origins.
3. Do not disclose or make readily available logons/passwords to anyone other than IT staff.
4. Do not leave workstation unattended without signing off or locking the system.
5. Do not attempt to repair any device unless directed by the facility/office IT staff.
6. Do not remove devices, software or hardware from the facility/office without the consent of the facility/office appointing authority.

VI. Employee Users Agreement

A. Each user of a personal computer system shall sign a Computer User Agreement form (Attachment B, form #05-111-002) prior to being allowed to perform duties on a personal computer system.

1. The user agreement forms shall be maintained by the section head of the user(s).

NOTE: The policy and procedures set forth herein are intended to establish directives and guidelines for staff and offenders and those entities that are contractually bound to adhere to them. They are not intended to establish State created liberty interests for employees or offenders, or an independent duty owed by the Department of Corrections to either employees, offenders, or third parties. This policy and procedure is not intended to establish or create new constitutional rights or to enlarge or expand upon existing constitutional rights or duties.

REPORTS REQUIRED

<u>Report:</u>	<u>From Whom to Whom</u>	<u>Due</u>
Personal Computer Inventory	Users to Information Resources	August 1

REFERENCES

IMPP 05-109

ATTACHMENTS

Attachment A - Personal Computer Inventory Form, 1 page
Attachment B - Personal Computer User Agreement Form, 1 page

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PERSONAL COMPUTER INVENTORY FORM

Please fill out the following information for each personal computer:

Division, Facility or Parole Office:

Brand Name of Computer (Central Processing Unit):

Central Processing Unit Serial Number:

Central Processing Unit Property Number:

Brand Name of Computer Monitor, if different from CPU:

Monitor Serial Number, if different from CPU:

Central Processing Unit Monitor Property Number, if different from CPU:

Physical Location of Computer:

(Circle one)

Personal Computer Central Processor: 286 or older 386 486 Pentium Macintosh Other

Software Package Name	Software Version	Serial Number	Property Number

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PERSONAL COMPUTER USER AGREEMENT FORM

I, _____ have read, understand and agree to comply with all
(please print)
provisions of IMPP 05-111, Management of Personal Computer Systems.

User's Signature

Date

Appointing Authority

Date

